

CLASS TITLE:**INVESTIGATIVE AIDE
WORKERS' COMPENSATION
FRAUD PREVENTION UNIT****Class Code: 02535400****Pay Grade: 15A****EO: F****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: Performs varied clerical work of a difficult and responsible nature for the entire investigative Unit; is confidential secretary to Investigators, Investigative Attorney, and Chief; maintains general office records and files; directs telephone calls and arranges appointments; operates various office equipment; responsible for the timely submission of varied administrative documents, such as time sheets, purchase orders, and finance reports; designs forms and brochures used or handed out by the Unit; and ensures that documents need by the Chief, Attorney, and Staff are completed in a timely and professional manner; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief Investigator of the Workers' Compensation Fraud Prevention Unit. Work is reviewed through regular and ongoing consultation, and review of reports for conformance to law, policies, rules, regulations, and organizational goals and objectives.

SUPERVISION EXERCISED: Generally none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform duties of a confidential secretary to the Unit Chief, Staff Attorney, and Investigators.

To manage all office functions and related problem-solving issues as they arise.

To track all criminal cases referred from the Unit to the Department of the Attorney General.

To type and prepare legal documents at the direction of the Staff Attorney.

To type/prepare Administrative/Grand Jury Subpoenas, and maintain a data file a data file tracking system.

To manage a computer database program containing information utilized by staff members.

To compile statistics as required.

To assist in formulation and design of the Unit's Annual Report and others, as required.

To attend meetings at the direction of the Chief and take shorthand when necessary.

To type narratives and other legal and investigative documents contained in charging packages.

To maintain time record sheets, and other data records and files.

To initiate purchase and supply requisition forms at the direction of the Chief.

To operate various office equipment.

To direct telephone calls to appropriate persons and make appointments.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of office practices, policies and procedures; the ability to communicate effectively by preparing both oral and written reports; the ability to establish and maintain effective working relationships with associates, the public, and other individuals; the ability to maintain various office files and extract information from such files upon request; proficient in word processing and the use of various office equipment; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, supplemented by courses in computer word processing and general officer procedures; and

Experience: Such as may have been gained through: prior employment performing like or similar tasks as outlined above. Proficient in word processing and compute programs utilized by the Unit. Demonstrated organizational skills;

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must at the time application, and continually thereafter, be free from any and all felony convictions.

Class Created: 11-19-2000

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